



**Position:** Senior Director - Walton  
**Location:** Bronx, NY  
**Reports to:** Chief Program Officer  
**Hours:** Full-time, 40 hours per week, some evenings /weekends

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### **About Jericho Project**

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 40-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 9 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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### **About the Position**

The Senior Director is part of the Jericho Project leadership team. This position supervises a set of programs which provides critical services and support to tenants/participants of the Jericho Project permanent housing, light touch and/or housing access programs. The goal in every program is to assist tenants/participants with living in the community as independently as possible.

### **Key Essential Functions:**

#### **PROGRAM SUPERVISION**

- Ensures overall clinical, operational and fiscal oversight of assigned programs. Supervises Program Director(s) who have primary responsibility for programs.
- Assists programs in utilizing established, effective interventions to achieve defined, meaningful outcomes.
- Provide leadership and vision to assist programs in achieving goals; continually improving performance and meeting challenges proactively and effectively.
- Conduct mock audits including chart reviews quarterly.
- Ensures programmatic systems are in place to meet all tenant/participant safety and service needs.
- Ensures physical facilities/sites meet appropriate safety and aesthetic standards (all permanent housing programs).
- Ensures appropriate training and supervision is provided to all staff; develops and provides training.

- Develops and implements new programs, projects and initiatives.
- Available and on-call 24/7 to assist in managing and responding to urgent situations and tenant/participant crises.
- Provides vision and execution of service delivery which meets the emerging needs of tenants/participants in a shifting social service environment.

## **ADMINISTRATIVE OVERSIGHT**

- Work with Director of Government Contracts and Quality Assurance to ensure service delivery and program operations are in compliance with regulatory/funder/agency requirements and standards.
- Ensures development and adherence to program budgets and maintains programs' fiscal viability.
- Collaborates with Program Directors and other Jericho Project programs/departments to solve problems/issues.
- Utilizes data to inform planning, service delivery and overall management.
- Participates in agency and external committees and initiatives and coalitions.
- Works collaboratively with Executive Leadership.
- Provides leadership and direction to staff including the development of talent
- Ensures that quality of care and high clinical standards are met (as evidenced by independent program reviews, positive tenant/participant outcomes and low numbers of significant events).
- Acts as a strong steward of agency resources as evidenced by programs meeting productivity.
- Deep knowledge of and experience with the operation of supportive housing programs serving the chronically mentally ill, young adults and/or Veteran population.
- Excellent track record as a supervisor, ability to motivate staff, build teams, and retain employees strong verbal and written communication skills
- Interest in and understanding of how to translate the challenges of the work into policy and advocacy agendas.
- A problem-solving orientation, resourcefulness, resilience Ability to travel to visit programs under supervision.
- Assist with Jericho Project events and perform other duties which facilitate the delivery of programmatic services for all Jericho tenants/participants and former service recipients.
- Promote Jericho Project on social media outlets, in person, etc.
- Take on additional special projects as requested.

### **Requirements:**

- Master's Degree in relevant Social Service discipline. (MSW or other Human Service Degree is Preferred).
- Demonstrated passion for working with vulnerable populations.
- 5+ years' experience working with special needs populations, including homeless individuals and families, individuals with substance abuse disorders, and veterans in transition. Must have familiarity with DOHMH standards.
- 3+ years' experience of leadership and staff supervision.
- Proven track record in program evaluation and administration in a non-profit setting.
- Excellent organizational and computer skills.
- Be self-motivated, creative, and able to work independently and as a team.
- SD is regularly required to, type, use hands and fingers, reach with hands and arm. The SD is regularly required to walk, ascend and descent stairs, stoop, and kneel. The SD is often required to spend up to six (6) hours sitting at a desk during a normal eight (8) hour shift. Occasionally the SD is required to lift items less than 5 pounds. The SD is regularly required to move between the office and NYC while carrying out job duties.

### **Compensation:**

The salary range for this position is **\$90,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

### **How to Apply:**

This position is open to current Jericho Project employees only. Interested applicants must submit a resume with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **Senior Director - Walton**  
245 W. 29th Street, Suite 902  
New York, NY  
10001  
Fax  
646.624.2301

### **No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*